

Surplus Property Team Standard Operating Procedures

Job Title: Warehouse Worker II a

Job Summary: Pick up surplus property from State Agencies and transport it back to the Draper Warehouse site. The position also assists the State side Property Utilization Officers in their receiving duties.

Tasks and Responsibilities – Daily (D), Weekly (W), Monthly (M), Yearly (Y), and as Needed (AN)

- **Pick up surplus property from State Agencies that have submitted SP-1's.** This task involves coordinating a 24-hour notice to the agency surplusing goods, notifying the agency if the schedule cannot be met, recording mileage and time traveled between each pick-up stop as well as unloading the surplus property from the truck at the Draper site. Unloading the Truck may involve operating the forklift. (D)
- **Assist the State side Property Utilization Officers in receiving duties.** Once a week (usually on Friday) the Warehouse Worker II doesn't pick-up property at State government locations in order to help in the backlog of items waiting to be received from the following week. Additionally, the Warehouse Worker may perform pricing, and set up items for public viewing. (W)

Miscellaneous Information to be used as a reference to complete the tasks listed above

- When the PUO calls to confirm that the Warehouse Worker is coming the next day it is important that not only the correct address is confirmed but the floor and or area of the building where the property is located be taken for the driver so that minimum time will be wasted looking for the particular State agency in buildings where several agencies are housed.
- It is not the role of the Warehouse Worker to make decisions about the value of property being picked up. Some State employees want to purchase surplus property before it goes to Draper. Questions surrounding the surplus property procedure should be directed to the Surplus Property Manager.

Quality control reports I run: Daily (D), Weekly (W), Monthly (M), and Yearly (Y)

- The Property Transport Services and Performance Metric sections of the Surplus Property Team Activity Report are submitted by the Warehouse Worker. (W)

Person that backs me up when I am on vacation or sick?

- Currently, Sam Wood